

GLENMORE COMMUNITY ASSOCIATION
MEETING MINUTES – July 21, 2016

NANCY GANSNEDER, PRESIDENT

PAULA PAGONAKIS, SECRETARY

JIM COLBAUGH

ART PETERS

DIANA FERGUSON, VICE PRESIDENT

BILL DUNNE, TREASURER

RON BAELOW

A. ESTABLISHMENT OF QUORUM: Board Members Present: Nancy Gansneder, Paula Pagonakis, Ron Baellow, Jim Colbaugh and Art Peters. Diana Ferguson and Bill Dunne were absent. President Nancy Gansneder established a quorum.

B. WELCOME: President Nancy Gansneder welcomed all in attendance.

C. MEMBER INPUT (Non-agenda items): None

D. OTHER ITEMS TO BE ADDED TO AGENDA: President Gansneder announced there would be a brief executive session following the board meeting to discuss contractual and legal matters.

E. APPROVAL OF MINUTES: The June 16, 2016 minutes were approved. President Gansneder asked Ms. Pagonakis to write up, for the record, the policy/procedure to be followed for approving and posting the minutes.

F. REPORTS

President's Report.....Nancy Gansneder
Report attached.

Treasurer/Budget & Finance.....Bill Dunne
Report attached. Committee member Ron Paulsen presented the treasurer's report and reminded the committee chairs to submit their input for the annual budget as soon as possible. The committee plans to have the draft budget ready by August 15. President Gansneder reported that the Board would review the draft budget at the September work session, for final approval at the October meeting. She reported that receipts for the half yearly annual dues were 100%, and that the invoice for the second half yearly dues had not been sent out. Mr. Poulsen will follow-up on this. (Note: the 2nd half payment is due September 1, 2016).

New Business: Freedom 5K Run

Paula Pagonakis introduced Glenmore resident Michael Kaminski who appeared before the Board seeking approval to hold the 8th Annual Freedom 5K Run in Glenmore on Saturday, December 10. He explained that the race had been held at Old Trail for the past seven years, but since moving to Glenmore, he felt it would be good to move the event closer to home. He reported that \$40,000 was raised at last year's run with ½ of the proceeds going to scholarships for children who had lost a parent in the military. The remainder of the proceeds goes to local 'blue star' families, i.e., care packages for soldiers' deployed, free tickets to events, etc. and the committee is expanding their efforts. The event is self-supporting – there would be no cost to GCA. After much discussion and favorable input from Glenmore residents in attendance that events as this helps to promote living in the community, the following motion was made:

MOTION: *Move that GCA support holding the 8th Annual Freedom 5K Run at Glenmore on December 10, 2016, pending approval and support by the Glenmore Country Club.* The motion was approved unanimously. **Note:** Mr. Kaminski will provide the Board with a written document, outlining information on the Run. Ms. Pagonakis will be the Board liaison on the project. Ms. Gansneder suggested that Mr. Kaminski coordinate with the local fire department on parking as there is limited

parking at the Country Club. She also suggested that the website on the Run be updated with a link to their 501(c)(3) status.

Architectural Review Board.....Stewart Ferguson
Report attached. (Note: Board approval on the revised ARB guidelines was moved up on the agenda from item G. Special Committees/Groups Reports.) Ms. Gansneder reported that this is the final reading of the revised guidelines and since request for approval came from the Committee, a second was not needed. **Motion:** The committee requests Board approval of the revised ARB guidelines. The motion was approved unanimously.

Mr. Colbaugh noted that Glenmore residents Dr. and Mrs. George Conway, who were in attendance, might wish to comment. Note: The Conway’s had submitted written comments/suggestions on the draft guidelines during the public comment period. Ms. Conway reiterated their concerns and had offered suggestions for improvement in their earlier comments on the following: 1) overlapping responsibilities between the ARB and ARC; 2) Solar Panels; and 3) Existing Violations. She noted that having more specific requirements would cause less confusion and would make it easier for the committees. Mr. Colbaugh explained that these were guidelines and that the ARB and ARC needed flexibility in the approval process. He explained that he felt there was a good connection between the ARB and ARC. The motion was approved and stands.

Architectural Review Committee.....Jim Colbaugh
Report attached.

SecurityRon Baellow
Mr. Baellow reported that there have been several complaints about contractors not abiding the speed limits and road access within Glenmore. This is an on-going issue – the security staff is looking for ways to inform contractors and vendors coming into Glenmore of the infractions. **Action:** Ms. Ferguson, compliance committee chair will be advised to follow-up with Stanley Martin and Red Dirt developers to remind their sub-contractors of the requirements.

Compliance.....Diana Ferguson
Report attached.

Glenmore Farm.....Nancy Gansneder
Report attached. Discussion of the need to select a replacement for Trevor Joscelyne upon the completion of his term on the GFEC Board was followed by Ms. Gansneder making the following motion: **MOTION:** That GCA Board member Paula Pagonakis be appointed as the GCA Board representative on the Glenmore Farm, Inc. Equestrian Center board, replacing Trevor Joscelyne. The motion was approved unanimously.

Water ResourcesBill Dunne
Report attached.

Common Area Review Board.....Art Peters
Report attached. Mr. Peters reported that additional tree trimming along Piper Way was done along with fertilizing the roses and landscape plants at the entrance to Glenmore. Mr. Peters made the following motion: **MOTION:** The CARB committee be allowed to spend an estimated \$14,000 unbudgeted expenditure on sidewalk repairs that are of safety concern. The motion was approved unanimously. In other matters, Mr. Peters reported that there is sufficient space for use of the trail and it is well marked with a series of flags where a washout had occurred.

Roads.....Jim Colbaugh
No written report. Mr. Colbaugh reported that he is in negotiations with S.L. Williamson for a price for repairs and repaving of all the remaining roads that have not been done, including a couple by Darby East, all of the Scottish homes and all of Q section up to Farrington, past Charterhouse Court. A report will be presented to the Board at the August board meeting that will include estimated long-term repairs/repaving costs of Glenmore roads.

Secretary and Communications.....Paula Pagonakis
Report attached. Ms. Pagonakis is in the process of updating all agreements/contracts with GCA paid staff to reflect the current duties and rates paid. Re the attached report, the Board concurred with Mr. Pagonakis' proposal for twice-monthly communications to Glenmore residents.

G. SPECIAL COMMITTEES/GROUPS – REPORTS

- *Pedestrian Safety & Traffic Calming*.....Jim Colbaugh & Ron Baellow
The committee is in the process of finalizing the results of the recent Survey and determining the best vehicle of reporting the information to residents.
- *Policy, Procedure & Practice Review Project: All Committees:*.....Diana Ferguson
See attached report under Governance Project Update.

H. UNFINISHED BUSINESS:

- *Carroll Creek:* Red Dirt Development cut down several trees that were impeding the sight of oncoming traffic.
- *Volunteer Recognition Event:* The reception for volunteers will be held August 13, 2016 at the Club from 4:30 PM to 6:00 PM. Invitations will go the week of July 25th.
- *Contracts limits Proposal:* The attached Procedure for approving contracts was presented by Art Peters. The following motion was made: **MOTION:** *The Board approve and adopt the Procedures and Signatory Limits and Rules for Contracts and Service Agreement (attached).* The motion was approved unanimously.

I. NEW BUSINESS:

- *Freedom 5K run:* This was presented and discussed by the Board earlier in the meeting.
- *Communications Committee Charter – 1st Reading:* A revised draft will be provided the Board for review and will be brought up at the August board meeting.
- *ACSA update:* Mr. Colbaugh reported that the ACSA board in a recent meeting has agreed with the concept that there are no longer any developer "rights" to sewer service in the Glenmore Plant. ACSA will provide sewer service on a first-come first-served basis. If and when the plant needs upgrading, ACSA will do it and pay for the improvements with connection fees they are currently charging.

J. ADJOURNMENT: Without objection, the Board entered into executive session at 8:42 PM to discuss contractual and legal matters.

K. EXECUTIVE SESSION:

The board reconvened in regular session at 8:55 pm. and announced that no actions were taken. By unanimous agreement the meeting was adjourned at 8:56 pm.

APPENDIX A – FINANCIAL REPORTS (July 2016 Meeting)

Note: Budget expenditures indicate that our over-runs would likely be covered by under-runs in some areas.

Glenmore Community Association, Inc. Income & Expense Statement -Cash Basis 50% of Year Complete					
	2016 Budget	Month 6/30/16	YTD 6/30/15	YTD 6/30/16	% thru June
REVENUE:					
Dues (Net)	\$817,816	\$6,756	\$730,888	\$461,496	56.4%
Equestrian Parcel Special Assessment	\$0	\$0	\$4,466	\$321	0.0%
Glenmore Country Club's Share of Guard Fees	\$55,156	\$0	\$26,685	\$27,690	50.2%
Glenmore Farm Inc. Rent	\$120	\$0	\$120	\$0	0.0%
Construction Impact Fees	\$16,900	\$1,300	\$6,000	\$3,800	22.5%
Interest Earned (Including Reserve Accounts)	\$1,123	\$61	\$410	\$366	32.6%
Other Revenue	\$7,000	\$807	\$2,519	\$3,284	46.9%
Total Revenue	\$898,115	\$8,924	\$771,088	\$496,957	55.3%
EXPENSES:					
<u>Administration</u>					
Miscellaneous Administration	\$4,200	\$2	\$22	\$914	21.8%
Administrative Supplies & Postage	\$2,600	\$66	\$453	\$1,367	52.6%
Website & Database	\$4,000	\$0	\$2,291	\$1,972	49.3%
General Manager	\$25,000	\$0	\$0	\$0	0.0%
Administration/ Minutes/Communication	\$21,375	\$0	\$5,500	\$6,000	28.1%
Bookkeeping	\$7,200	\$0	\$3,300	\$3,600	50.0%
Common Area Maintenance	\$9,600	\$0	\$4,400	\$4,800	50.0%
Compliance	\$2,400	\$0	\$1,100	\$1,200	50.0%
ARB fees net of expenses	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$76,375	\$68	\$17,066	\$19,853	26.0%
<u>Equestrian Parcel</u>					
Equestrian Parcel Debt Service	\$60,196	\$5,016	\$30,098	\$30,098	50.0%
Equestrian Parcel Acquisition	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$60,196	\$5,016	\$30,098	\$30,098	50.0%
<u>Animal Control</u>					
Wild Animal Removal	\$2,000	\$0	\$471	\$0	0.0%
Dog Stations	\$4,000	\$254	\$0	\$687	17.2%
Sub-total	\$6,000	\$254	\$471	\$687	17.2%
<u>Common Area Maintenance</u>					
Irrigation Line Maintenance	\$1,700	\$387	\$201	\$387	22.8%
Landscape Maintenance	\$30,000	\$609	\$4,168	\$4,670	15.6%
Multi-Use Trails	\$5,000	\$0	\$0	\$550	11.0%
Rentals	\$1,200	\$73	\$442	\$594	49.5%
Sign Maintenance	\$14,000	\$0	\$3,687	\$4,883	34.9%
Trash Pick-up	\$1,000	\$0	\$25	\$0	0.0%
Tree Maintenance and Removal	\$15,000	\$0	\$4,400	\$3,200	21.3%
Tree Additions & Replacements	\$10,000	\$0	\$0	\$0	0.0%
Turf Maintenance	\$80,000	\$7,896	\$970	\$17,931	22.4%
Walking Path Maintenance	\$5,000	\$0	\$0	\$7,865	157.3%
Sub-total	\$162,900	\$8,965	\$13,893	\$40,080	24.6%

<u>Residential Area Maintenance</u>					
Leaf and Limb Removal	\$18,000	\$0	\$0	\$5,145	28.6%
Sub-total	\$18,000	\$0	\$0	\$5,145	28.6%
<u>Storm Emergency Cleanup</u>					
Snow Removal	\$10,000	\$0	\$22,396	\$38,580	385.8%
Storm Cleanup	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$15,000	\$0	\$22,396	\$38,580	257.2%
<u>Water Resources</u>					
Dams & Pond Maintenance	\$30,000	\$1,185	\$11,065	\$7,593	25.3%
Ponds Utilities	\$7,000	\$855	\$1,667	\$3,535	50.5%
Dam, Pond & Stream Regulation	\$10,000	\$0	\$0	\$1,885	18.9%
Storm Water Infrastructure	\$15,000	\$0	\$250	\$298	2.0%
Storm Water Treatment Facilities	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$67,000	\$2,040	\$12,982	\$13,311	19.9%
<u>Roads</u>					
Road Resurfacing and Repair	\$150,000	\$0	\$0	\$120	0.1%
Road Resurfacing and Repair GCC Share	\$0	\$0	(\$10,000)	\$0	0.0%
Darby Road Planning & Design	\$0	\$0	\$5,813	\$0	0.0%
Sub-total	\$150,000	\$0	(\$4,187)	\$120	0.1%
<u>Professional Services, Insurance & Taxes</u>					
Attorney and Related Professional Services	\$10,000	\$914	\$3,919	\$18,348	183.5%
Auditor	\$9,000	\$0	\$0	\$0	0.0%
Federal & State Income Taxes	\$500	\$0	\$0	\$146	29.2%
Insurance	\$12,500	\$0	\$7,172	\$5,525	44.2%
License and Other Taxes	\$1,600	\$0	\$1,066	\$777	48.6%
Total	\$33,600	\$914	\$12,157	\$24,796	73.8%
<u>Gatehouse</u>					
Gatehouse Maintenance and Repairs	\$3,500	\$0	\$4,503	\$4,740	135.4%
Supplies	\$2,500	\$138	\$1,236	\$1,469	58.8%
Computer and Software Maintenance	\$1,500	\$0	\$0	\$490	32.7%
Equipment Maintenance Contract	\$3,000	\$526	\$266	\$1,126	37.5%
Utilities	\$7,800	\$573	\$3,328	\$3,608	46.3%
Guard Contact	\$220,626	\$16,880	\$109,495	\$107,937	48.9%
Sub-total	\$238,926	\$18,117	\$118,828	\$119,370	50.0%
<u>Crime Safety</u>					
Safety Patrol	\$15,000	\$0	\$6,155	\$5,000	33.3%
Vehicle Maintenance	\$2,500	\$97	\$360	\$424	17.0%
Sub-total	\$17,500	\$97	\$6,515	\$5,424	31.0%
<u>Contingency</u>					
	\$20,000	\$0	\$0	\$0	0.0%
Total Operational Expenses	\$865,497	\$35,471	\$230,219	\$297,464	34.4%
<u>Expenditures from Reserves</u>					
Unplanned	\$35,900	\$0	\$0	\$0	0.0%
Tree Replacement	\$10,000	\$0	\$0	\$0	0.0%
Total Reserve Expenses	\$45,900	\$0	\$0	\$0	0.0%
Total Operational Expenses & Reserve Expenses	\$911,397	\$35,471	\$230,219	\$297,464	32.6%
Net Income (Loss)	(\$13,282)	(\$26,547)	\$540,869	\$199,493	

Glenmore Community Association, Inc.
Balance Sheet
As of June 30, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Cash	
BB&T	233,534.00
Suntrust Bank	234,858.00
Union First Market Bank	317,949.00
Union First Market Bank Savings	61,953.00
Virginia National Bank	175,794.00
Total Cash	\$1,024,088.00
Accounts Receivable	
Member lawn maintenance penalty	972.00
Members Dues 2016	1,616.00
Members Dues 2015 & prior	9.00
Special Assessment 2014	405.00
Total Accounts Receivable	3,002.00
Other Assets	
Equestrian Parcel	1,100,000.00
Less Accumulated Depreciation	29,152.00
Equestrian Parcel, Net	1,070,848.00
Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
Total Other Assets	1,190,848.00
Property & Equipment	
2010 Subaru Forester	20,790.00
License Plate Recognition System	20,484.00
Less Accumulated Depreciation	25,478.00
Property & Equipment, Net	\$15,796.00
TOTAL ASSETS	<u>\$2,233,734.00</u>
LIABILITIES AND EQUITY	
Long Term Liabilities	
Union First Market Bank Loan Payable	769,658.00
Total Long Term Liabilities	769,658.00
EQUITY	
Common Area Improvements	261,322.00
Controlled Access and Security	73,502.00
Emergency	22,500.00
Equestrian Parcel	72,000.00
Total Allocated Reserves	\$429,324.00
Cash Operating Account	317,949.00
Cash Unallocated Reserves	276,815.00
Accounts Receivable	3,002.00
Equestrian Parcel net of debt & accumulated depreciation	301,190.00
Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
Property & Equipment net of depreciation	15,796.00
Total Equity	\$1,464,076.00
TOTAL LIABILITIES AND EQUITY	<u>\$2,233,734.00</u>

**Glenmore Community Association
Reserve Account Expenditures 2016**

	Beginning Balance * 1/1/16
Common Area Improvements	
Roads - Scottish Homes Paving deferred from 2015	\$100,000
Roads-Repairs Exceeding Annual Budget	\$16,000
Roads-Unplanned Critical Repair	\$25,000
Walking Paths Resurfacing	\$16,000
Fences-Replacement	\$8,250
Landscape Areas Rebuilding	\$3,125
Storm Water-Piper/Carroll Creek Pipe	\$13,333
Storm Water-1296 Piper Way Pipe	\$9,880
Storm Water-Piper Replacement	\$12,667
Dams- Reconstruction Repair	\$28,750
Glen Lochen Bridge Rebuild	\$19,167
Fountain Replacement (Piper Pond 1)	\$4,800
Fountain Replacement (Piper Pond 2)	\$3,200
Fountain Replacement (Glen Lochen)	\$1,150
Sub Total	<u>\$261,322</u>
Controlled Access and Security	
Entry Gate Residents Replacement	\$2,143
Entry Gate Visitors Replacement	\$3,571
License Plate Recognition Replacement	\$6,750
Security Camera Replacement	\$8,438
Backup Generator Replacement	\$8,750
Security Vehicle (Subaru) replacement	\$18,750
Gatehouse walls/windows/door replacement	\$17,600
Gatehouse HVAC replacement	\$7,500
Sub Total	<u>\$73,502</u>
Emergency	
Snow	\$12,500
Wind Damage	\$10,000
Sub Total	<u>\$22,500</u>
Equestrian Parcel	
Perimeter Fence-Glenmore Way	\$14,734
Perimeter Fence-Piper Way	\$16,667
Barn Roof Replacement-Main Roof	\$23,333
Barn Roof Replacement-Maintenance Shed	\$5,333
Barn Roof Replacement-Flat Roof	\$3,333
Classroom Building-Roof Replacement	\$600
Classroom Building-HVAC replacement	\$3,000
Ring Lighting System	\$5,000
Sub Total	<u>\$72,000</u>
Full funding Reserves Target	<u><u>\$429,324</u></u>

* Beginning balances redistributed consistent with 2015 Reserve Study

APPENDIX B – BOARD & COMMITTEE REPORTS – July 2016

PRESIDENTS REPORT

Nancy Gansneder, President

- Management Study Team. No action this month
- Cambridge Hill Encroachment settlement. Awaiting Wells Fargo (Shannon's lender) approval for modifications to deed.
- GALP transfer. Documents ready for GALP signature.

ARB REPORT – *Stewart Ferguson*

Revised ARB Guidelines attached.

ARC REPORT

Date	Resident	Address	Description	Action
6/20	Monaco	2720 Lockerbie	Landscape, patio and playset	A
6/20	Morris	3567 Glasgow	Sunsetter awning	A
6/30	Horan	3112 Darby	Remove four trees	A
6/30	Egidi	3624 Victoria	Satellite dish	A
7/3	Cahill	2206 Waterside	Fence	A
7/3	Morman	1406 Sandown Lane	Landscape and hardscape	A

SECURITY

Nothing to report.

COMPLIANCE

Old Business

- 1383 Tattersall replaced their mailbox

New Business

- 2261 Piper had piles of wood on the side of their house. I gave them a FR and they removed it
- 3455 Devon Pines has until the end of July to get her lot cleaned up. She has weeds 3 feet tall in most of the beds. This is the second or third time that this has occurred. If at the end of July it is not cleaned up, I will ask for a hearing to be scheduled.
- 3431 Pendower had cars parked overnight on the street, a work trailer parked in the driveway, and tons of trash piled at the end of the driveway. I gave them a FR and they took care of it all
- 2291 Ferndown had 2 trash cans outside of their garage for over a week. I spoke to the owner and they put them into the garage

WATER RESOURCES

Bill Dunne, Chair

- Glen Lochen clean up including trimming and debris removal
- Timmons Study follow up including review of phase II proposal
- Arranging a Glen Lochen interest group meeting.

GLENMORE COMMUNITY COMMON AREA REVIEW BOARD

Art Peters, Chair

- Mowing and tree trimming continued during July. D&D has been asked to blow the goose droppings off the path around Glen Lochen when they mow.
- Selected trees were removed to improve the sight lines and safety around the Carroll Creek Bridge by Red Dirt Development.
- Progress is being made by sub-committees working on the CARB master plan and the sports field.

- (See Attached) Proposal For Procedures And Signatory Limits And Rules For Contracts And Service Agreements

GOVERNANCE PROJECT UPDATE

Diana Ferguson

Mike Monticello and Diana Ferguson continued their effort to revise the C&Rs to make them current. The first three revised articles have been sent to Frank Buck, GCA attorney, for review and comment. The town hall meeting previously planned for late July has been postponed to mid September. The CARB charter has been finalized and approved by the GCA Board. Other standing committee charters are currently being developed. Once agreed to by the GCA Board, they will be posted for 30 days on the GCA Website for comment, and then finalized.

ROADS

No written Report.

SECRETARY AND COMMUNICATIONS REPORT

Paula Pagonakis

1. Secretary
 - i. Updated Administrators contract –
 - ii. Required approvals for regular payment of contracts – what is our new procedure?
 - iii. Request for presentation from one of the professional management companies to Board – status?
2. Communications
 - a. Communication regarding ponds - unresolved
 - b. Categories of comments this month:
 1. Ponds/Geese
 2. Second half HOA dues – when?
 3. Pet Waste Stations – pro and con
 4. Freedom 5K
 5. Info on professional management of GCA
 6. Results of Pedestrian Safety and Traffic Calming Survey
 - c. Communications Form – work in progress
 - d. Communications Calendar – work in progress
 - e. Communications Charter – first draft to be reviewed by the Board
 - f. Proposal for regularly scheduled communication via email posting to Members
 - i. Thursday after Monthly Meetings – “From the Board” includes approved draft of meeting minutes
 - ii. Second Thursday of the month – regular newsletter
 - g. Facebook Page under consideration as a managed forum that can facilitate conversation between the Board and Members as well as Members and Members.

(Attachment to CARB Report)

PROPOSAL FOR PROCEDURES AND SIGNATORY LIMITS AND RULES FOR CONTRACTS AND SERVICE AGREEMENTS

Purpose: to put in place necessary controls to ensure that transparency, best interests of the community, and sound fiscal practices are utilized in the contracting of goods and services by the Glenmore Community Association.

Contracts that are multi-year and included in a current year budget category. (budgeted):

Any multi-year Contract must be authorized by agreement from a majority of a quorum of board members

Contracts that are single-year and budgeted:

Any such contract in excess of \$3,000 must be authorized by a minimum of two board members and whenever possible, one should be the treasurer.

Any Contract less than \$1,000 may be authorized by a single board member

Service agreements that are budgeted:

Any service agreement, that may be cancelled at any time may be authorized by a single board member, but must be disclosed at the following Board meeting.

Purchases of goods that are budgeted:

Any purchase of goods above \$3,000 must be authorized by two board members and whenever possible, one should be the treasurer.

Any Purchase of goods below \$3,000 may be authorized by one board member

Any purchase of goods below \$1,000 may be authorized by a GCA contracted staff member (i.e. Frank Keplinger)

Directed Work to be performed by contractors that is expected to be within budget:

Any such work that is in excess of \$3,000 must be authorized by a minimum of two Board members and whenever possible, one should be the treasurer.

Any such work less than \$3,000 may be authorized by a single board member

Any such work Less than \$1,000 may be authorized by a GCA contracted staff member (i.e. Frank Keplinger)

Any contract, service agreement, or purchase which is not included in any current year budget category or would result in exceeding the established total budget:

Under this condition, no such expenditure may be made without agreement from a majority of a quorum of board members

Bids:

It is expected that any expenditure above \$3,000 is supported by a process of obtaining a minimum of two bids from qualified Vendors/Contractors. Any multi-year contract or any expenditure above \$5,000 must be obtained from contractors that are known to be of good reputation by a board member or have a minimum of an A rating by the Better Business Bureau. Any decision to not accept the lower bid must be authorized by a majority of a quorum of board members.

It is acknowledged that multiple bids will not be required in instances of contracted staff or professional services such as attorneys, auditors, consultants, etc.

Contract Language:

Contract Language should contain wording that contractors are required to conform and adhere to all applicable laws and regulations, such as, but not limited to legal employees, conformity to OSHA regulations, EPA regulations, etc.

The successful bidder should provide a comprehensive and current Insurance certificate naming the Glenmore Community Association as co-insured liability, workman's compensation, etc. Invoices for services will not be paid without such a certification on file.